

City of Crown Point, Indiana

Americans with Disabilities Act



2018

Transition Plan

Table of Contents

<i>I. Introduction.....</i>	<i>4, 5</i>
<i>II. ADA Program.....</i>	<i>5</i>
<i>A. Responsible Official</i>	
<i>B. Public Notice of Rights of Individuals</i>	
<i>C. Grievance Procedure</i>	
<i>D. Self-Evaluation and Inventory</i>	
<i>E. Design Standards</i>	
<i>F. Transition Plan</i>	
<i>III. Responsible Official.....</i>	<i>5</i>
<i>IV. Public Notice of Rights of Individuals.....</i>	<i>5</i>
<i>V. Grievance Procedure.....</i>	<i>5</i>
<i>VI. Self-Evaluation and Inventory.....</i>	<i>5</i>
<i>VII. Design Standards.....</i>	<i>5</i>
<i>A. Buildings</i>	
<i>B. Sidewalks</i>	
<i>VIII. Transition Plan</i>	
<i>A. Identify and Document Needs.....</i>	<i>6</i>
<i>B. Document Solutions.....</i>	<i>6</i>
<i>C. Strategies for Removal of Barriers.....</i>	<i>6- 7</i>
<i>1. Buildings and Parks</i>	
<i>A. Targeted Removal</i>	
<i>B. Retrofit or Remodel</i>	
<i>C. Maintenance or Repair</i>	

D. Leased Facilities	
2. Public Rights of Way	
A. Targeted Removal	
B. New Construction of Existing Facility	
C. Maintenance or Repair	
D. New Construction or Reconstruction of Existing Private Facility	
3. Personnel Responsible for Carrying Out Strategies	
D. Costs for Making Modifications	8-11
1. Public Right of ways	
2. parks and buildings	
E. Public Involvement	11
F. Priorities	11
G. Financial Plan and Schedule	12
IX. Enclosures	13-17
X. Updated Modifications	18

Appendix

I. Introduction

The Americans with Disabilities Act (ADA) of 1990 (revised September 2010), is Federal Civil Rights Legislation which mandates non-discrimination to persons with disabilities. The Act has five titles, which is listed below:

- Title I – Employment
- Title II – Public Services and Transportation
- Title III – Public Accommodations
- Title IV – Telecommunications
- Title V – Miscellaneous

Title II of the ADA prohibits discrimination by public entities on the basis of disability by making all programs, services, and activities accessible to persons with disabilities. In order to accomplish this, the Department of Justice developed regulations requiring the City of Crown Point to conduct a self-evaluation of the

accessibility of its programs and services to determine whether issues of accessibility could be addressed through changes in the way such programs and services are provided. The City is obligated to remove physical barriers to accessibility when program changes cannot insure access to services, programs, and activities in existing facilities. Realizing that the structural changes would take time and money to provide, the Department of Justice Regulations, Federal Register 28 CFR Part 35 state that “in the event that structural changes to facilities will be undertaken to achieve program accessibility, a public entity that employs 50 or more persons shall develop a Transition Plan setting forth the steps necessary to complete such changes”. Additionally, “if a public entity has responsibility or authority over streets, roads, or walkways, its Transition Plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act”.

The ADA regulations further require the Transition Plan to contain the following elements:

- A list of physical barriers in the public entity’s facilities that limit the accessibility of its programs, services, or activities to individuals with disabilities;
- A detailed description of the methods to be utilized to remove these barriers and make facilities accessible;
- The schedule for taking necessary steps to achieve compliance with Title II;
- The name of the official responsible for the plan’s implementation;
- A schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs. Priorities should be given to the following order:
 1. State and local government offices
 2. Transportation i.e. bus terminals, bus stops, etc
 3. Places of public accommodation
 4. Employment centers
 5. Other areas (e.g., residential areas where people needing curb ramps reside)
- An estimate of the costs for making the modification.
- The opportunity for the disabled community and other interested parties to participate in the development of the Transition Plan.

II. ADA Program Elements

- A. Responsible Official
- B. Public Notice of Rights of Individuals
- C. Grievance Procedure

- D. Self-Evaluation and Inventory
- E. Design Standards
- F. Transition Plan

III. Responsible Official

The official responsible for the implementation of the City of Crown Point's ADA Transition is the City's ADA Coordinator:

Anthony Schlueter, Planning Administrator
705 Industrial Boulevard
Crown Point, IN 46307

Phone: (219) 661-5039
Email: aschlueter@crownpoint.in.gov

IV. Public Notice of Rights of Individuals

The enclosed Public Notice sets out the City's compliance with Title II of the 1990 ADA. It is available at City Hall for viewing and is posted on the City's website. (See Enclosure No. 1)

V. Grievance Procedure

(See Enclosure No. 2 and Enclosure No. 3)

VI. Self-Evaluation and Inventory

As required by the ADA legislation, the City of Crown Point has conducted a self-evaluation of its facilities and intersections within its rights of way to insure that they are accessible to and useable by persons with disabilities.

Items inventoried included:

Curb Ramps – whether there are curb ramps with the truncated domes present at any corner within each intersection. The results of this inventory are available at City Hall for viewing.

Buildings and Parks were inspected to determine if ADA parking was provided and properly signed and if the facilities met present ADA Standards for accessibility. The results of this inventory are included elsewhere in this document.

Separate discussions were held with the Park Department

concerning ADA compatibility at

VII. Design Standards

Sidewalk and ADA ramp construction shall follow the current version of the Indiana Department of Transportation Standard Drawings and Specifications.

Building construction shall follow the current ADA requirements shown on the following website: www.access-board.gov/ada/

VIII. Transition Plan

An ADA Transition Plan is the document that documents the transition from non-ADA compliance to compliance. The ADA Coordinator has the responsibility of identifying barriers and implementing Crown Point's barrier removal program. The steps involved in the creation of this Transition Plan are as follows:

a. Identify/Document Needs – Physical barriers in and around a facility that prohibit access to programs, activities, and services, shall be identified and documented. "Programs, activities, and services" include the functions necessary to fulfill a building's mission". Events or programs that are open to the public must be accessible by person with disabilities. Intersections where sidewalk is present to the roadway but curb ramps are not installed serve as physical barriers to the ADA community for access via those sidewalks.

b. Document Solutions – Document the structural or physical modifications needed to make the facility accessible. Structure modifications include architectural renovations; such as widening a door or construction of a ramp. The modifications must meet ADA requirements for new construction and changes cannot force a disabled person to access the building or service in an unequal manner. For example, if the main entrance does not provide accessibility but the rear entrance door does, rear entrance must be equal to the main entrance and available during operating hours.

c. Strategies for Removal of Barriers

1. Buildings and Parks

a. Targeted Removal

Barrier removal is based on the facility survey that was conducted. The plan will be reviewed periodically to insure that Crown Point is meeting the needs of those accessibility issues. Total accessibility for all Crown Point owned facilities for every citizen, is the goal of the Transition Plan. Whenever funding is made available, specific facilities are selected to be addressed for that particular fiscal year.

b. Retrofit or Remodel

Whenever a retrofit or remodel of an existing Crown Point owned building occurs, the facility is required to become compliant with ADA regulations (subject to availability of funding).

c. Maintenance or Repair

When appropriate, and when funding is available, Crown Point will bring facilities into compliance by replacing defective fixtures with compliant models, i.e., door knobs replaced with levered door handles, etc.

d. Leased Facilities

When Crown Point lease agreements are scheduled for renewal, facilities are required to become compliant with the ADA. The responsibility for the improvements shall be negotiated with the lessee.

2. Public Rights of Way

a. Targeted Removal

Barrier removal is based on the field inventory conducted. As needs may arise, through either complaints from the public or by the City's own review, select specific locations may be addressed.

b. New, Reconstruction or Rehabilitation of Existing Facility

Any project which involves roadway work including

milling and resurfacing will include ADA ramps. Reconstruction or new construction will include sidewalks, drives and ADA ramps in conformance with current design standards. This will include full intersection ADA ramps where projects only involve a single approach.

c. Maintenance or Repair

As maintenance and/or repair work is done to existing sidewalks, all replacement work will meet current ADA standards. If such work involves ADA ramps on one corner of an intersection, the receiving corner will be included in such work if it is not in compliance.

d. New Construction or Reconstruction of Existing Private Facility

All permits for new construction or reconstruction of sidewalk, drives or intersection corners will be reviewed and required to be in compliance with current ADA standards.

3. Personnel Responsible for Carrying Out Strategies

ADA Coordinator, Mr. Anthony Schlueter, Planning Administrator

d. Costs for Making Modifications

1. Public Rights of Way

Curb Ramps – Estimated Construction Costs – \$4,804,500.00
(Inventory results filed in the Office of the ADA Coordinator.)

2. Parks and Buildings

The City had prepared an inventory of its buildings and parks in 2011–2012. That inventory is included in Appendix A. A follow –up inventory has been prepared in October of 2017 to determine the remaining items to be addressed. The table below identifies those items and their cost:

COSTS OF PROPOSED ADA ITEMS - CROWN POINT IN.

This report is in addition to the "Checklists for Existing Facilities", completed by the City of Crown Point Indiana. We have provided today's costs to the corrections of the negative items included in the list. These reports have priorities to accomplish readily achievable barrier removal. They are: Accessible approach and entrance, Access to goods and services, Access to rest rooms, Any other measures necessary.

BUILDING	ITEM TO ADDRESS	SUGGESTED SOLUTION	COST
PUBLIC WORKS FACILITY	Add parking ADA signs	Install two pole mounted signs.	\$440.00
	Provide Suitable Tables	New furniture table	\$200.00
	Lower Counter Heights	PW employee assist	\$0.00
	Toilet Room Signage	3 signs are needed for doors and wall.	\$550.00
POLICE DEPARTMENT	Add Parking Signs (3)	Install (3) pole mounted signs. Mark pavement.	\$660.00
	Provide an accessible Entrance.	Install an automatic door opener.	\$7,200.00
	Accessible counters	Due to security requirements employee provision shall be provided as needed.	\$0.00
Fire Department	Parking lot signage	One sign is required located at existing designated space.	\$220.00
	Tables & counters	Furniture where public may be.	\$500.00
	Toilet signage and Mirror adjustment.	Install sign and adjust mirror for public use.	\$600.00
Waste Water Facility	Several Items at a Non-Public Facility.	Unless these items are in Public located in Public areas the employer is required to correct the need when it occurs.	\$0.00
Civic Center	Signs at inaccessible toilets This occurs at both Men and women toilet.	Renovate both toilet rooms including Plumbing.	\$24,000.00
Maintenance Garage	Several Items at a Non-Public Facility.	Unless these items are in Public located in Public areas the employer is required to correct the need when it occurs.	\$0.00
Sportplex Field	Parking Lot Signage (31)	Install 31 elevated signs	\$6,200.00
Park Shop	Not Public Accessible		\$0.00
Page 1 Total			\$39,380.00

2 of 2

BUILDING	ITEM TO ADDRESS	SUGGESTED SOLUTION	COST
City Hall	Main disabled entrance does not provide suitable entry into the building.	Install an automatic door opening device at the one handicapped entry install signage	\$7,200
	Table tops/counters are too high in some areas.	provide assistance or alternative means to alter this. For example new furniture, relocation of functional furniture.	\$600.00
	Elevator call button needs a signage including Braille this is required at call buttons and intercom.	Install signage at all stops.	\$900.00
	Toilet seat required height is an inch low.	Install a higher seat from plumbing supply.	\$225.00
	Three toilet room mirrors mounted too high.	Adjust Mirrors	\$600.00
Page 1 Total			\$39,380.00
Page 2 Total			\$9,525.00
Grand Total			\$48,905.00

Cost Summary

Public Rights of Way Total Estimated Cost: \$ 4,804,500.00

Facilities Total Estimated Cost: \$ 48,905.00

Total Estimated Modifications Cost: \$ 4,853,405.00

e. Public Involvement – A public hearing was held on May 7, 2018, for the purpose of giving the community the opportunity to participate in the development of the Transition Plan. Comments were received and a record of the hearing is on file. The Transition Plan was also provided to members of the City Council, for review, comment and approval.

f. Priorities

1. Buildings

- A. First priority: Locations where complaints/problems have been identified by the public or where there is a high likelihood of ADA use.
- B. Second priority: Locations where there is routine City business conducted.
- C. Third priority: All other locations

2. Parks

- A. First priority: Locations where complaints/problems have been identified by the public or where there is a high likelihood of ADA use.
- B. Second priority: Locations where there is routine programs conducted or facilities are used for functions that have a high likelihood of use by the ADA community.
- C. Third priority: All other locations

3. Intersections

- A. First priority: Missing ramps at locations where complaints/problems have been identified by the public or where there is a high likelihood of ADA use, i.e., areas near hospitals, nursing homes or similar facilities.
- B. Second priority: Missing ramps at locations where there is routine City business conducted.
- C. Third priority: Missing ramps at locations where there is private partnership in cost

- D. Fourth priority: Missing ramps at locations in the downtown business area
- E. Fifth priority; Missing ramps at Locations in the residential areas.
- F. Sixth priority: Replacement of substandard ramps and all others.

5. Parking, Facilities and Signage

Identifiable areas, without proper ADA signage or accessibility information, will be corrected, with the proper signage installed. Facility improvements will be implemented whenever funding becomes available.

g. Financial Plan and Schedule

- 1.The City will endeavor to provide an annual amount of \$10,000.00 in services, materials or contract replacement of isolated deficiencies
2. The City will include sidewalk ramps on all of its pavement treatment projects which include milling and/or resurface. This cost is an average of \$20,000 annually.
- 2.The City will actively look for grants and others sources of funds from various programs available.

IX. Enclosures



Notice Under the Americans with Disabilities Act

In accordance with the requirements of Title II of the American with Disabilities Act of 1990 ("ADA"), the City of Crown Point, will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

EMPLOYMENT: The City of Crown Point does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

EFFECTIVE COMMUNICATION: The City of Crown Point will generally, upon request, provided appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City of Crown

Point programs, services, and activities. This includes providing qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

MODIFICATIONS TO POLICIES AND PROCEDURES: The City of Crown Point will make all reasonable modifications to policies and programs to ensure that people with disabilities have equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in City of Crown Point offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, services, or activity of the City of Crown Point, should contact the City's ADA Coordinator:

Anthony Schlueter, Planning Administrator
705 Industrial Boulevard
Crown Point, IN 46307

Phone: (219) 661-5039

Email: aschlueter@crownpoint.in.gov

as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Crown Point to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the city of Crown Point is not accessible to persons with disabilities should be directed the City's ADA Coordinator:

Anthony Schlueter, Planning Administrator
705 Industrial Boulevard
Crown Point, IN 46307

Phone: (219) 661-5039

Email: aschlueter@crownpoint.in.gov

See the City of Crown Point's Grievance Procedure for details on providing such a

complaint.

The City of Crown Point will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Enclosure Number 2

Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Crown Point. The City of Crown Point's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number or complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to the City's ADA Coordinator:

Anthony Schlueter, Planning Administrator
705 Industrial Boulevard
Crown Point, IN 46307

Phone: (219) 661-5039

Email: aschlueter@crownpoint.in.gov

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Crown Point and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response, to the Mayor or his/her designee.

Within 15 calendar days after receipt of the appeal, the Mayor or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution to the complaint.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the Mayor or his/her designee, and responses from these two offices will be retained by the City of Crown Point for at least three years.

Enclosure No. 3

City of Crown Point

ADA Grievance Form

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Location of problem: _____

Date noticed: _____

Description of problem:

State if you need an alternate form for follow up communication:

Signature:_____ **Date :**_____

***Please attach additional pages if needed**

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to the City's ADA Coordinator:

**Anthony Schlueter, Planning Administrator
705 Industrial Boulevard
Crown Point, IN 46307**

**Phone: (219) 661-5039
Email: aschlueter@crownpoint.in.gov**

If you have questions about this form, Please contact Mr. Schlueter.

Update Modifications

Each year, the ADA Coordinator will request the locations where ADA work has been done from all departments, especially the Engineering and Park Departments. This information will be kept on file in the Coordinator's office. Every two years this Transition Plan shall be updated to show the work remaining to be done and its cost. Budgets will be reviewed to determine if there should be funding changes implemented as a result of the Two-year review.

Appendix A

Previous Inventory of Buildings and Parks

